

Moving Files from the Dana to the Computer

You have 2 options for moving files from the Dana to the computer:

Option 1: Sending

- 1) Open a word processing document on the computer (eg. Word, Wordperfect, Appleworks, Star Office).
- 2) Open your AlphaWord application on the Dana and click Open in the file menu to select the file that you want to send to the computer.
- 3) Click the send button and the text will appear in the document on the computer (no formatting will be saved...eg. Bold, italic, underlining).

Option 2: Hot Sync (synchronization)

This option is more elegant since it saves all the formatting the students have done in their documents:

- 1) Create and save a document in AlphaWord on the Dana.
- 2) Press the **apps** key.
- 3) Connect Dana to your computer via a USB cable, then press **function-sync**.
- 4) Hot Sync will put the new document in your My Documents folder. You could also specify a student folder for all the documents to go to (do this in AlphaWord Sync preferences)
- 5) To open the document, launch AlphaWord sync on your computer, select the document and double click on it.